Employee Manual

State minimum requirements for legal requirements. Need to state what we do, so that we can't be called later on it. Boderbund and Hawken giving us theirs as a model. Jury duty, written oral legend.

Annual Review

Personal self-crit to happen in the first of Feb every year. Early in the year when people are here, new year, between productions. You state your weakness, strenghts, goals, troubles, ect. I state mine ot Board

Saleries

Overtime paid for over eight hours, more than 40. Also five sick days and five holidays.

Raises

Cost of living increase. Starting Jan 1, everyone gets $12 per hour, plus overtime, except new hires. Except with condition below. After three months they'll be raised. I'm going on salary to 32,000 year which works out to be 12.60 /hour with overtime. Cost of living increase to be in effect thereafter, about 4%/yr.

Health Benies

Given the payments above, board not sure that we can maintain surplus. recomend that consider paying half if we can find suitable carrier. Want me to report in full next meeting, with figures. In the meantime, as an interm measure, Point will pay half of anyone who wants coverage by deducting that from their increase. Feel very strong this is essential, just not sure WE can handle it yet.

Board felt that establi

MEETING & PARTY !

FRI DEC 18
Meet at 3
Party at 6

TOPICS

✓ 1 New Apple Job
✓ 2 Finance Update
✓ 3 WSJ sales
~~4 VCR / toaster / microwave debate~~
✓ 5 Price club membership
✓ 6 Policy Sheet
✓ 7 DM update
✓ 8 WE Radio Show Rent - CCM ~~XIIXVIII~~
✓ 9 Point report
10 Good business
✓ 11 office chairs
✓ 12 AD sales
13 THE FUTURE